

The City of Beaverton is Hiring:

# YOUTH SERVICES REFERENCE ASSISTANT

**Classification Title: Library Reference Assistant**

Youth Services Division, Beaverton City Library

**Application Deadline: August 16, 2016 at 4:30 p.m. PDT**

## THE POSITION

Youth Services Reference Assistants at the Beaverton City Library provide a crucial link between the children, teens and families of Beaverton and the library's resources. Working at the children's and teen reference desks, Reference Assistants interact with hundreds of patrons each week providing excellent customer service in an often-busy environment. Additionally, Reference Assistants plan and deliver innovative programming for ages 0-18, providing opportunities for the community to engage with literacy, the library, and each other. Reference Assistants also help with outreach to local youth and families on occasion.

This position includes evening and weekend hours. **This is a 20 hour a week position.**



## THE IDEAL CANDIDATE

The ideal candidate will possess excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds, including youth, families, volunteers, and coworkers.

### *Minimum Qualifications*

- Bachelor's degree
- Some experience in a library setting in reference desk coverage or related services
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Ability to pass reference and background check

### *Preferred Qualifications*

- Ability to read, write, and speak in fluent Spanish

## RESPONSIBILITIES

Work with Youth Services team to cultivate a welcoming and resource-rich atmosphere in the Children's Area and Teen Room in order to serve Beaverton's diverse population. Duties for this position will include, but are not limited to:

- Providing quick and accurate answers to patron's reference, reader's advisory and other questions using appropriate reference techniques at the children's and teen reference desks while supervising the children and teen areas
- Assisting patrons in the use of library materials, computers, databases and electronic resources
- Updating booklists
- Providing storytime and programs for children, tweens and teens
- Assisting with Homework Helpers and other volunteers
- Support and respect diversity in the workplace
- Other duties as assigned

**Apply at [BeavertonOregon.gov/jobs](http://BeavertonOregon.gov/jobs) or at**

City of Beaverton Human Resources Department

12725 SW Millikan Way

Beaverton, OR 97005

**SUPPLEMENTAL Q'S**

1. Summarize your storytime and programming experience with children, tweens and teens. Share the title of 3 programs you have provided in the past with a one-sentence description of each. Experience outside libraries can be included.
2. Describe your experience serving children and teens at a reference desk in a library.

**COMPENSATION**

**Salary Range:** \$18.82 - \$25.22 per hour

Starting salary will be determined depending on relevant work experience. Employees who are assigned by the city to use their bilingual skills shall receive a differential of 4% above their base rate. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; and offers excellent health, dental, vision and life insurance coverage. This is a regular 0.5 FTE position, as such benefits are prorated.

**ABOUT BEAVERTON**

Beaverton prides itself on being The Best of Oregon. It's a place that's growing and thriving but it still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and is home to approximately 94,000 people. It is a diverse community where one-in-three people are a person of color and more than 100 languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. Our police and library services receive satisfaction ratings of over 90 percent with public works and community involvement ratings coming in at the upper eighties.

The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

*Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.*



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